



Dos and Don'ts in Teams

Disclaimer

All sessions are auto recorded in the host server for sharing or replay upon request. Participating into a meeting is an agreement to the auto recording facility provided by MS Teams app for which BSB has no control.

IN VIDEO

Do's

- Open Teams and login 10 minutes before scheduled start of your class
- Test that your microphone and speakers are working properly once logged in
- Use headphones or earbuds with microphones to cut background interference
- Close all unnecessary tab and applications
- Respect other participants including their privacy
- Mute microphone unless speaking
- Turn off your video if connection is not too strong and leave audio only
- Use backchannel, chat or messaging to ask or answer questions

Don't

- Call out or speak unless allowed by your teacher
- Mute other participants deliberately
- Record a meeting
- Use inappropriate language in conversation and in chats
- Dress inappropriately
- Stream video or update system software while your scheduled class is in session to avoid loss of internet connection

IN CHATS THINK

Is it **T**True?

Is it **H**Helpful?

Is it **I**Interesting?

Is it **N**Necessary?

Is it **K**Kind?

If it doesn't satisfy every criteria, don't post.

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d71d7>

Be Ambitious

<https://www.youtube.com/watch?v=AlrD0zgUwhc>



在微软团队中可做与不可做之事

免责声明

所有绘画都自动记录在主机服务器中，以便在请求时共享或重播。参加会议是一项由微软团队应用程序提供的自动录音设备协议，BSB对此没有控制权。

在视频中

可做

- 在课程开始前10分钟打开微软团队并登录
- 登录后测试麦克风和扬声器是否正常工作
- 使用带麦克风的耳机或耳塞来减少背景干扰
- 关闭所有不必要的选项卡和应用程序
- 尊重其他参与者，包括他们的隐私
- 麦克风静音，除非讲话
- 如果连接不太牢固，请关闭视频并只保留音频
- 使用backchannel、聊天或消息来提问或回答问题

不要做

- 除非老师允许，否则不要出声或说话
- 故意让其他参与者不能发言
- 会议录音
- 在谈话和聊天中使用不恰当的语言
- 穿着不当
- 当您的课程正在进行时，流式播放视频或更新系统软件，以避免丢失internet连接

在聊天中的“THINK”标准

是真的吗T?

有帮助吗H?

有趣吗I?

有必要吗N?

它很好K?

如不满足上述标准，请不要发布。

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